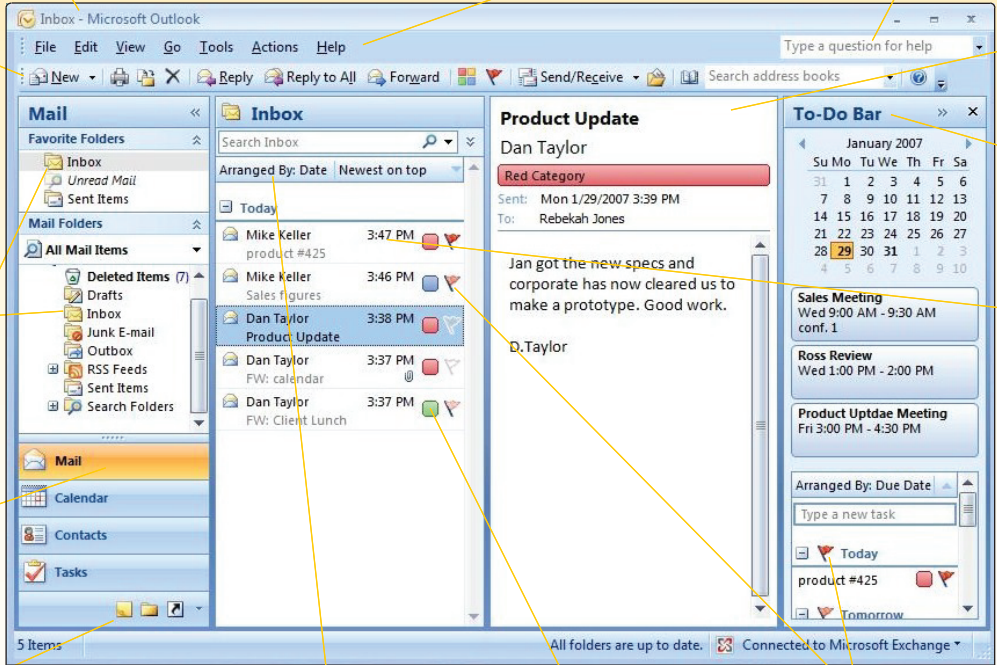


Microsoft® Outlook® 2007

quick start card

Getting Started

Microsoft® Outlook® 2007 is a comprehensive collaboration tool for organizing all your e-mail, calendars, tasks, and appointments in one place. With a host of new features, including a new user interface and design, Outlook 2007 makes it easy to send and receive e-mail, coordinate schedules and meetings, and keep track of important contacts and tasks.



Title: Displays the title of the Section in use. In Mail, the folder name will display.

Menu Bar: Displays all Microsoft Outlook features through these drop-down menus.

Help Bar: Allows you to type in questions or keywords here to search Outlook Help.

Standard Toolbar: Provides access to useful shortcuts. The Standard Toolbar is context sensitive, so it will change as you move between Mail, Tasks, Calendar, etc.

Navigation Pane: Organizes your e-mail by using folders. Right-click a folder to Move, Rename, create a New Folder, etc.

Section Buttons: Provides quick navigation between the various Sections of Outlook.

Configure Buttons: Allows you to reposition and add/delete Section buttons or customize the Navigation Pane Options.

Intelligent Grouping: Arranges your e-mails in convenient groups.

Quick Click: Categorizes e-mail according to color category.

Follow Up Flag: Allows you to mark items for follow up. Right-click to Add Reminder or change flag color. Flagged items will automatically display in the To-Do Bar.

Reading Pane: Displays the text from the selected e-mail.

To-Do Bar: Integrates several aspects of Outlook features and organizes them into one consolidated view.

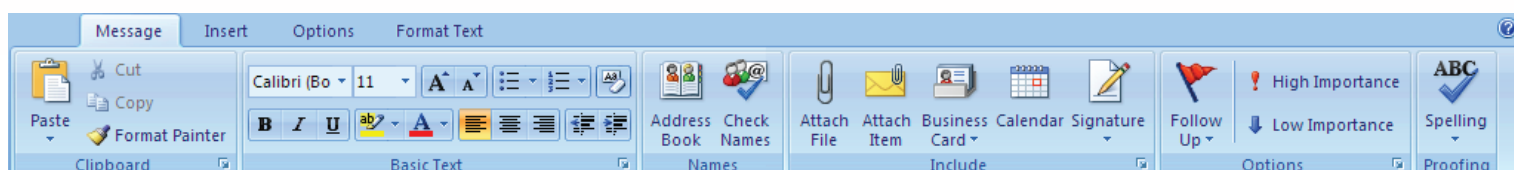
E-mail: Allows you to drag and drop e-mail into folders in the Navigation Pane, as needed. Press **Delete** to remove; Right-click to Print, assign Categories, mark as Junk E-mail, Move to Folder, Create a Rule, Reply, find Related Messages, etc.; and double-click the selected e-mail to open it in a new window.

Standard Mail Toolbar



A	B	C	D	E	F	G	H	I	J	K	L	M	N
Description	Shortcut Keys	Description	Shortcut Keys	Description	Shortcut Keys	Description	Shortcut Keys	Description	Shortcut Keys	Description	Shortcut Keys	Description	Shortcut Keys
A. New Mail	Ctrl+N	E. Reply	Ctrl+R	I. Follow Up	Insert	M. Find a Contact	None						
B. Print	Ctrl+P	F. Reply to All	Ctrl+Shift+R	J. Send/Receive	F9	N. Help	F1						
C. Move to Folder	Ctrl+Shift+V	G. Forward	Ctrl+F	K. Create Rule	None								
D. Delete	Ctrl+D	H. Categorize	None	L. Address Book	Ctrl+Shift+B								

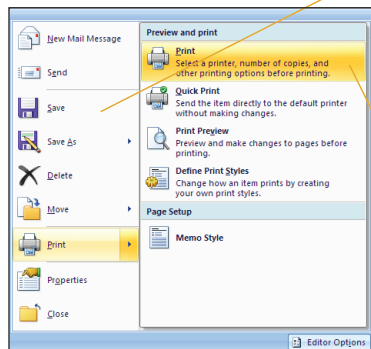
The Ribbon New



The most prominent new feature in Outlook 2007 is the Ribbon. The Ribbon appears in the Compose Message, Calendar Item, New Contact, and New Task windows and contains most of the features you use in organizing and exchanging information. The Ribbon is organized into different tabs, each tab displaying features associated with certain scenarios. The Message tab, for example, provides access to commonly-used features for creating e-mail messages. These Ribbon tabs change according to the Outlook features (i.e., Mail, Calendar, Contacts, Tasks) you are using.

Accessing the Office Menu New

The Office Menu displays the features you need when working with e-mail, calendar items, tasks, or contacts.



Here you can access features for saving, printing, moving, and more. The drop-down menu of available options will vary depending on the type of Outlook function you are using.

For example, use the Office Menu to access features for printing your e-mail message.

Using the Quick Access Toolbar New

The Quick Access Toolbar gives you quick and easy access to commonly used features and can be customized to meet each individual's needs.

To customize the Quick Access Toolbar:



1. Click the drop-down arrow at the right of the toolbar.
2. Select from the list of commonly used features or click **More Commands...**
3. From the left column, select the command you want to add.
4. Click the **Add** button to move the command to the Quick Access Toolbar.
5. When finished adding your command, click **OK** to return to the item window.

Using Contextual Tabs New

Contextual tabs are another exciting new feature of Outlook 2007. Rather than having functions buried in menus and toolbars, contextual tabs only appear when you need them and disappear when you don't.

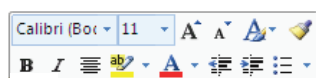
For example, if you want to adjust the settings of a picture you've inserted into an e-mail:

1. Click the picture you want to adjust.
2. The Picture Tool's Format tab now appears just to the right of the other tabs on the Ribbon.
3. Use the available tools to adjust the look and feel of the picture.
4. When you have finished making adjustments, click away from the picture.
5. The Picture Tools put themselves away, leaving only the standard Outlook Mail tabs.

Accessing the Mini Toolbar New

The Mini Toolbar is a semitransparent toolbar that is displayed when text is selected. Moving your mouse toward the Mini Toolbar reduces the transparency, moving away from the toolbar increases the transparency.

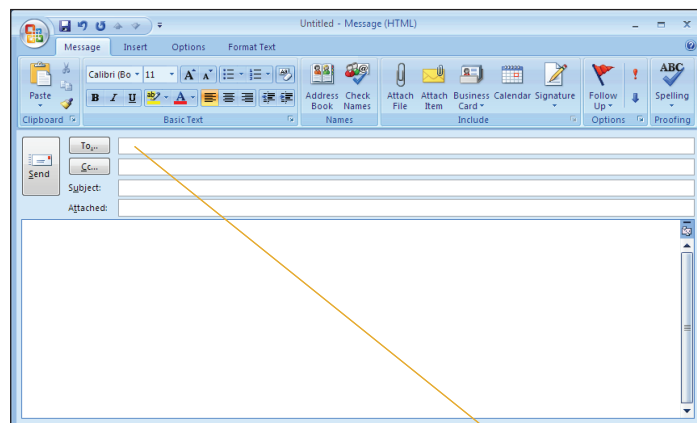
The Mini Toolbar provides quick access to commonly used features like Font, Size, and Alignment.



Creating a New E-Mail Message

To create an e-mail message:

1. Click the **New** button on the Standard Toolbar and an e-mail message dialog window will open.



2. Enter the e-mail address of the recipient into the To: field. Alternatively, you can select a recipient from your Address Book by clicking the **To...** button or by clicking the **Address Book** button on the Ribbon. When including more than one recipient, use a semicolon to separate names or e-mail addresses.
3. Enter a subject for your message in the Subject: field.
4. Type your message in the body of the e-mail.
5. Click the **Send** button to send your e-mail.

Attaching a File to E-Mail

To attach a file to your e-mail message:

1. From the Message tab, find the Include section.
2. Click the **Attach File** button to open the Insert File dialog window.
3. Select the file you want to insert from the folders on your computer.
4. Once you have selected your file, click **Insert**. The name of your attached file will now display in the Attached: field in your e-mail.

Previewing an Attachment New

Attachment Preview is a new feature in Outlook 2007 that enables you to preview an e-mail attachment without having to open it.

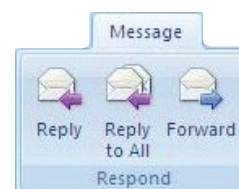
To preview an attachment:

1. From your e-mail list, select the e-mail with the attachment you want to preview.
2. In the Reading Pane, above the e-mail message, the attachment filename is displayed.
3. Click on the filename and then click the **Preview file** button.
4. The attachment contents will display in the Reading Pane.

Replying to & Forwarding E-Mail

To reply to or forward an e-mail:

1. On the Message tab, find the Respond section.
2. Select options for replying to the sender, replying to all those included on the original e-mail, or forwarding the e-mail to someone else.
3. Follow the steps for creating a message.
4. Click **Send**.



Organizing Your E-Mail

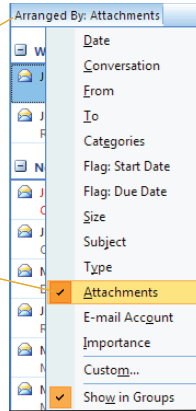
Outlook 2007 provides you with several options for organizing and tracking your e-mail communications.

Arranging Your E-Mail

You can arrange e-mail messages in a folder into particular groups for easy sorting.

To arrange your e-mail into predefined groups:

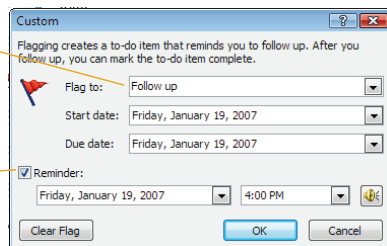
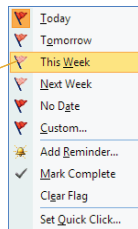
1. On the Standard Toolbar, select **View | Arrange by**, OR click the **Arranged By:** button beneath the folder search box.
2. Select from the list of predefined groups on the drop-down list. For example, to quickly arrange your e-mail message by attachments, select the **Attachments** grouping option.
3. Your e-mails will now display according to the arrangement groupings you have selected.



Flagging a Message

To flag an e-mail or contact for follow up:

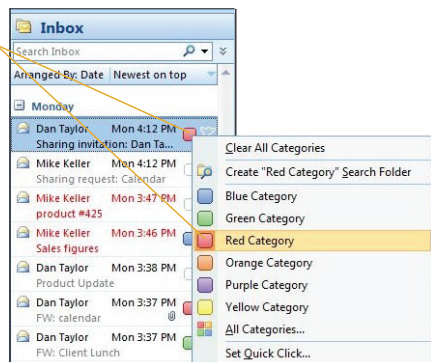
1. Click the blank flag at the far right of the e-mail title to flag the message as a to-do item. By right-clicking on the blank flag, you open options for defining the to-do item. For example, you can flag an item for completion **Tomorrow** or for **Next Week**.
2. You can also customize your follow-up reminder by selecting **Custom...**
3. In the Custom dialog window, set the type of follow up you want to use. Select the start date and due date for your flag. You can even set a reminder.
4. Click **OK** to set the flag.



Setting Categories

Setting categories allows you to mark e-mails with certain colors, grouping them according to projects or subjects.

1. Right-click the category box on the message you want to mark, OR select a message and click the **Categorize** button on the Standard Toolbar.
2. Select a color category from the list of available options.
3. Now you can arrange your messages according to categories, using the Arrange by feature.

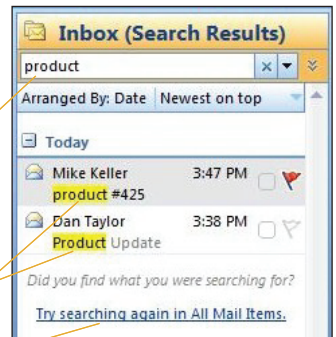


Using Instant Search

The Instant Search feature enables you to search for specific items in Outlook 2007. For example, the Instant Search feature can be used to search an e-mail folder for messages containing key words.

To find an e-mail message containing a key word or words:

1. In Mail, select the folder in which you want to conduct your search.
2. Type your key word or words in the Instant Search box. This example shows a search for the word "product."
3. Only e-mails with the key word are shown in the Instant Search Results pane. The key word is also highlighted for easy reference.
4. You can also widen your search parameters by searching across all mail items.



Using the Expanded Query Builder

You can use the Instant Search's Expanded Query Builder to further focus your searching.

To use the Expanded Query Builder:

1. From the Instant Search box, click on the **Expand the Query Builder** button.
2. Further focus your search by entering information in the available fields.
3. To add additional search criteria fields, click the **Add Criteria** button.
4. The results of your search will be listed in the Instant Search pane.

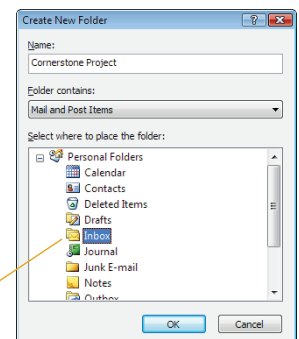
Working With Folders

E-mail folders make it easy to organize similarly themed e-mails together in a single spot. For example, you can organize all the e-mails you receive about a particular project into a folder with that project name.

Creating a New Folder

To create a new e-mail folder:

1. Click the drop-down arrow next to the **New** button on the Standard Toolbar, OR right-click the e-mail folder where you want to create a new folder.
2. Select **New Folder...**
3. In the New Folder dialog window, type the name you want to use for the new folder and determine where you want the folder to be placed. In this example, the new folder will be placed inside the Inbox folder.
4. Click **OK** to create the folder.



Moving an E-Mail to a Folder

To move an e-mail to another folder:

1. Right-click the message you want to move.
2. Select **Move To Folder**, and select the folder where you want to place your e-mail. Alternatively, you can simply select the e-mail and drag-and-drop it into the desired folder.

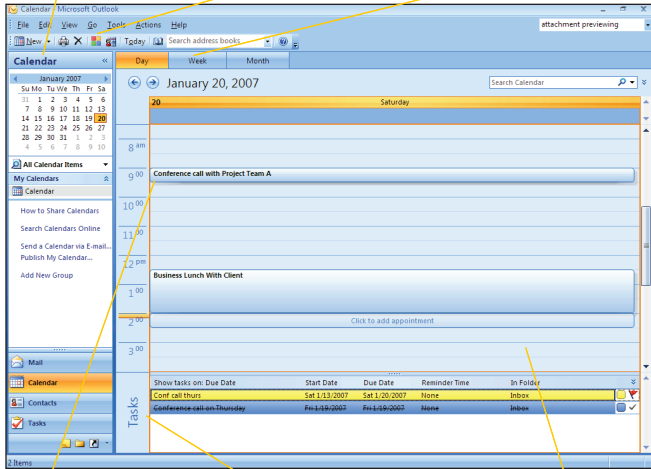
Working With the Calendar

Outlook 2007 Calendar enables you to organize your schedule and integrate your communication, tasks, and calendar items all in one place. You can display your calendar by selecting the Calendar section on the Navigation Pane.

The Calendar Navigation Pane appears here.

Color categorize calendar items by clicking here.

Adjust calendar views by selecting these tabs.




Drag and drop appointments to reschedule for a different time or date.

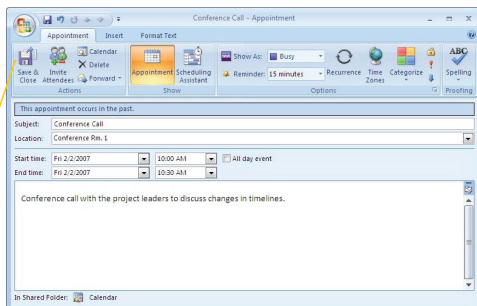
The task pane displays outstanding and completed tasks.

Double-click any free space to open a new appointment window.

Creating an Appointment

To create an appointment:

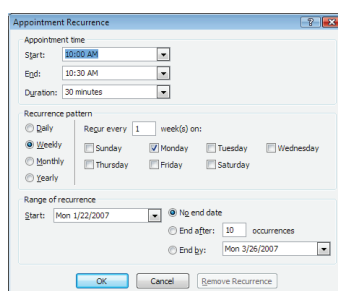
1. Click the **New** button , OR simply double-click the calendar where you want to set the appointment.
2. The Appointment dialog window will open.
3. Type a subject and location (if applicable).
4. Select the date and time for your appointment.
5. Customize your appointment using the features on the Ribbon.
6. To set the appointment, click the **Save & Close** button.



Setting a Recurring Appointment

To make an appointment recur on a regular schedule:

1. In the Appointment dialog window, click the **Recurrence** button on the Ribbon.
2. Enter parameters for the appointment time, recurrence pattern, and range of recurrence.
3. Once you have made your selections, click **OK** to make a recurring appointment.

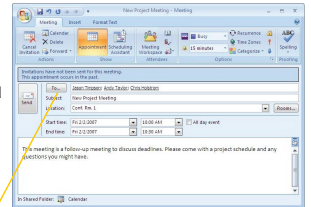


Creating a Meeting Request

Outlook 2007's meeting feature enables you to schedule a meeting with the people and resources you need.

To schedule a meeting:

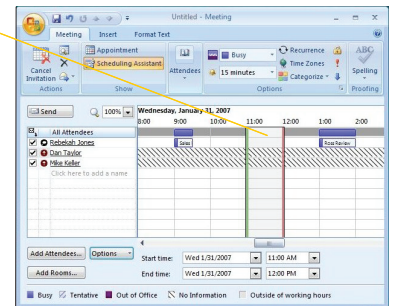
1. In the Calendar section, click the drop-down arrow next to the **New** button and select **Meeting Request**.
2. A Meeting Request dialog window will open.
3. In the **To:** field, enter the names or e-mail addresses of those whom you want to invite to the meeting.
Note: If resources are listed in your Address Book, add them by entering them in the **To:** field or by clicking the **To...** button and selecting them from the list.
4. Type a subject and a location.
5. Type your message or meeting information in the body of the message.
6. When you are finished, click **Send**.



Scheduling a Meeting

To determine when to schedule a meeting to ensure that all participants can attend:

1. Inside the meeting request dialog, locate the **Meeting** tab on the Ribbon, locate the **Show** section and click the **Scheduling Assistant** button.
2. The window will show the attendees you have invited, as well as when they are busy, out of the office, or available for your meeting.
3. Click on a block of time when the participants do not have something scheduled.
4. On the Ribbon, click the **Appointment** button to return to your appointment window. The meeting date and time you selected in the scheduling window are now displayed on the appointment window as well.
5. Click **Send** to extend the meeting request.



Note: After creating and scheduling a meeting request, and after sending it to participants, the To-Do Bar will show the meeting subject, date, and time. The calendar in the To-Do Bar will also bold the date of the scheduled meeting.

To open that request, double-click the notice, or access it from the Calendar section.

Responding to a Meeting Request

To respond to a meeting request:

1. Select the meeting notification message.
2. From the Meeting tab, find the Respond section and select either **Accept**, **Tentative**, or **Decline**.
3. Decide whether to send a response with or without a comment, or not to send a response at all, and click **OK**.
Note: Choosing not to send a response does not affect whether you accepted the meeting.

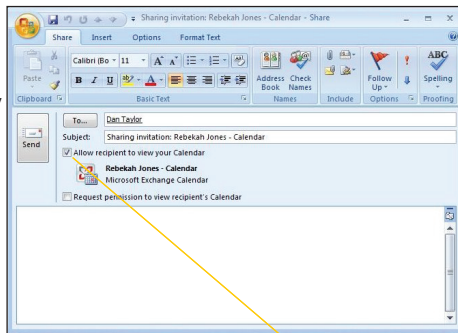
Note: You can also propose a new time for the meeting by clicking the **Propose New Time** button and selecting **Tentative and Propose New Time** or **Decline and Propose New Time**.

Sharing a Calendar

Using Outlook 2007 with an Exchange account enables you to share your calendar with others in your organization. This feature is especially useful, for example, in scheduling and collaborating with colleagues.

To share a calendar:

1. In the Calendar section of the Navigation Pane, under My Calendars, click the **Share My Calendar** option.
2. In the To: field, type the name of the person with whom you want to share your calendar.
3. Give your message a subject.
4. If it is not already selected, check the box to **Allow recipient to view your Calendar**. You can also check the option to **Request permission to view recipient's Calendar**.
5. Enter a note or any additional information into the body of your message.
6. Click the **Send** button.
7. If everything is correct in the confirmation dialog window, click **Yes**.

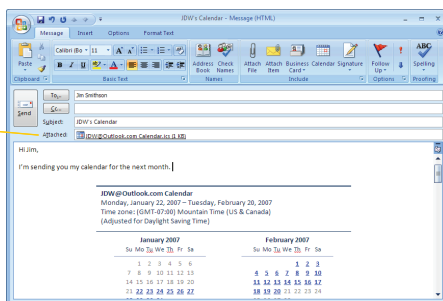
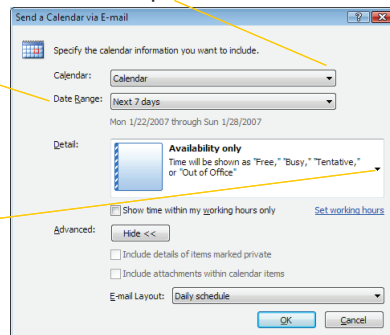


Sending a Calendar by E-mail

Outlook 2007 makes it easy to send your calendar in an e-mail message.

To send a calendar in an e-mail message:

1. In the Calendar section of the Navigation Pane, under My Calendars, click the **Send a Calendar via E-mail...** option.
2. In the Send a Calendar via E-mail dialog window, select the calendar you want to include from the drop-down list of available calendars.
3. Select the date range you want to include from the drop-down menu, or choose the specific dates you want to include.
4. Determine the detail level you want to display.
5. Click **OK**. The Send a Calendar via E-mail dialog window will close and an e-mail message window will open. The tabs on the Ribbon can be used to access additional features associated with your message.
6. In the To: field, type the name of the person to whom you are e-mailing your calendar.
7. Give your message a subject.
8. Your calendar will appear as an .ics file in the Attached: field.
9. Type a note or any additional information into the body of your e-mail.
10. Click **Send**.

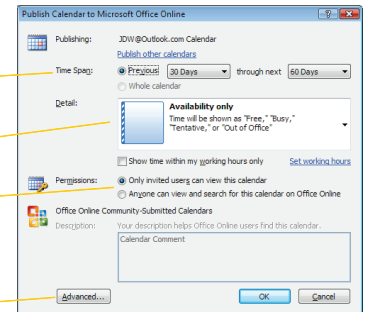


Publishing a Calendar New

You can publish and share your calendar to Microsoft Office Online using the Publish My Calendar feature in Outlook 2007.

To publish a calendar:

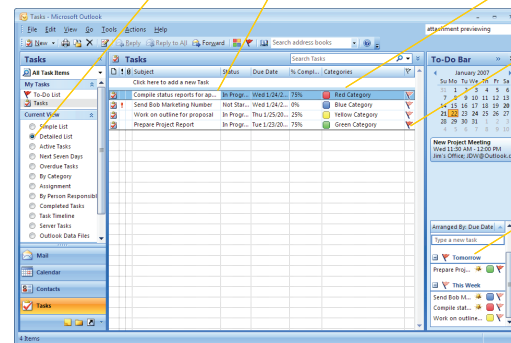
1. In the Calendar section of the Navigation Pane, under My Calendars, click the **Publish My Calendar...** option. **Note:** If you have not yet published a calendar to Office Online, you first need to register using your Windows Live ID account.
2. Enter the time span for which you want to share your calendar under the Time Span section.
3. Select your detail level that will be shown.
4. Set your permissions level so that only invited users can see your calendar or make it available for all users to see.
5. Click **Advanced...** to determine whether you want your calendar to upload automatically on a periodic basis or if you want a single upload.
6. Click **OK**.



Managing Your Tasks

The Task section of Outlook 2007 helps you track and prioritize your workflow.

Select how you want your Tasks displayed. Your Tasks are shown in the center pane. Tasks can be assigned a color category.



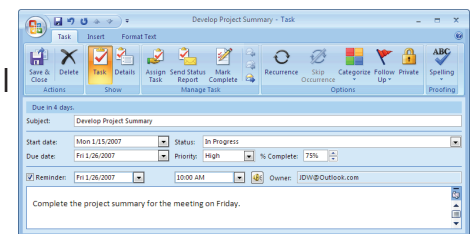
Flags help you prioritize tasks or mark them complete.

The To-Do Bar shows a consolidated list of pending tasks.

Creating a Task

To create a task:

1. On the Standard Toolbar, select **New | Task**.
2. Type a subject for your task and enter other details in the appropriate fields.
3. Click **Save & Close**.



Note: You can make a task recurring by clicking the **Recurrence** button on the Ribbon and selecting your options in the Task Recurrence dialog window.

Assigning a Task Request

To assign a task request:

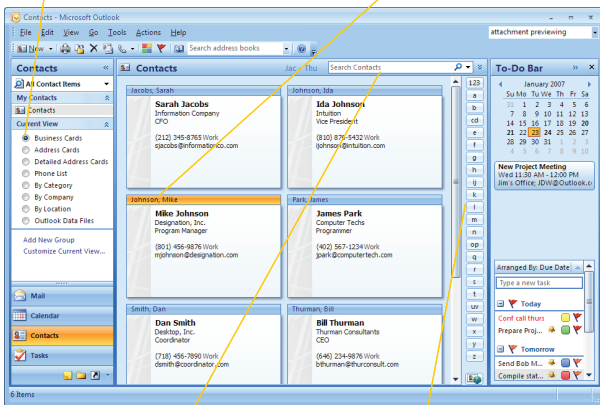
1. On the Standard Toolbar, select **New | Task Request**.
2. In the To: field, type the name of the person to whom you are sending a task request.
3. Type a subject for your task and enter other details in the appropriate fields.
4. Click **Send**.

Working With Contacts

The Contacts section on the Outlook 2007 Navigation Pane makes it easy to gather and organize all the data you need to communicate with your professional and personal contacts.

The Current View section allows you to customize how you view your contacts.

Your contacts appear in the center pane. Double-click a contact to open that contact's information.



Use the contact search feature to find contacts.

Use the alphabet buttons to find contacts.

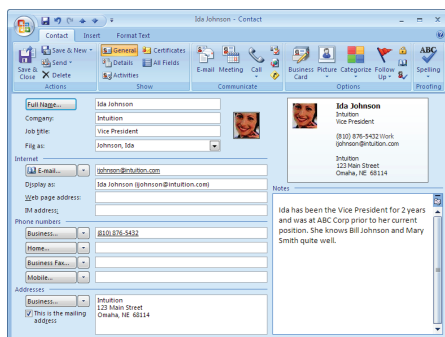
Adding a Contact

You can easily add a new contact to your Contacts list by filling out a new contact form.

To add a new contact:

1. From the Standard Toolbar, select **New | Contact**.
2. The New Contact form will open with available features accessible via the Ribbon tabs.
3. Enter your contact's name, company, and title.
4. Enter your contact's e-mail address, phone number, and business address (if applicable).

5. You can also add a photo of your contact, as well as any notes you feel are salient.
6. When you have entered all the information for your contact, click **Save & Close**.



Note: When you receive an e-mail from someone, you can quickly add them as a contact by right-clicking their name in the From: field and selecting **Add to Outlook Contacts**.

To easily add a new contact with the same company information, e.g., company name, phone number, and address:

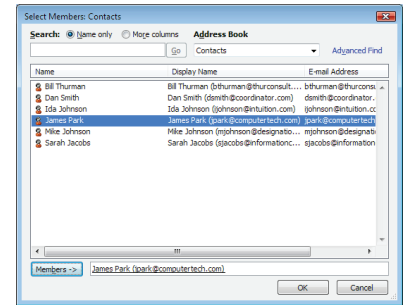
1. Select a contact in your contact list.
2. From the File Menu, select **Actions | New Contact from Same Company**.
3. Fill in the remaining information following the same steps as above.
4. Click **Save & Close**.

Creating a Distribution List

Distribution lists are used to communicate with groups of contacts with whom you regularly schedule meetings or whom you frequently e-mail.

To create a distribution list:

1. From the Standard Toolbar, select **New | Distribution List**.
2. Enter a name for the distribution list in the Name: field.
3. From the Distribution List tab on the Ribbon, find the Members section and click the **Select Members** button.
4. In the Select Members dialog window, select a name to add to your distribution list, click the **Members** button (or double-click the name), and repeat to add multiple members.
5. Click **OK** to add those members to the distribution list.
6. When you are finished adding members, click **Save & Close**.



Note: To add new members to your distribution list that are not already in your contacts list, click the **Add New** button. Fill out the form and click **OK**.

Sharing Your Contacts

You can share your contacts folder with others using Outlook 2007 with a Microsoft Exchange account. By sharing your contacts, you allow others to view, edit, or create contacts shared, for example, across a company.

To share your contacts:

1. In the Contacts section of the Navigation Pane, click the **Share My Contacts** folder.
2. Enter the name of the person with whom you want to share your contacts.
3. Enter a subject.
4. Type a note into the body of your message.
5. As well, you can check the box next to **Request permission to view recipient's Contact folder**.
6. Click **Send**.



To Report a Repair Issue

1. Locate the Computer Information:
 - The Guilford County Schools Property Tag Number
 - Name of the manufacturer (i.e. Dell, IBM, etc.)
 - The model and serial number from the CPU
 - A detailed description of the issue
2. Inform your site's technology contact. A list can be found by the following link: <http://www.gcsnc.net/TechServices.htm>
3. If your site doesn't have a technology contact, you may call the Guilford County Helpdesk: 370-8179.

To add New Software or Hardware

1. Go to the technology section of the GCS website: <http://www.gcsnc.com/technology>
2. Review to see if the product is already approved. If approved, contact the helpdesk to request installation.
3. If the product is not on the approved list, you may download and submit forms to have the product reviewed for use in the GCS system: http://www.gcsnc.com/technology/policies_forms.htm